



BDI-2 Data Manager™

Guide for Examiners

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Getting Started

The *Battelle Developmental Inventory™, 2nd Edition*, (BDI-2™) is an early childhood instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

Logging on to BDI-2 Data Manager

1. Enter the following link in the address box of your internet browser:
<http://www.bdi2datamanager.com>
2. Enter your **Login ID**.
3. Enter your **Password**.
4. Click **Login**.



Adding Children

Child records can be added at any time. After a child record has been created in Data Manager, assessment data can be entered and assessment results subsequently viewed. **Note:** Only examiners who have been given the privilege to add new children will have this menu option available.

Adding child records

1. To add a child's record, choose **Child Administration** ➔ **Add Child**.



2. Fill in the required information (fields marked with a red asterisk).

Battelle Developmental Inventory 2nd edition

Home | Hierarchy Organization | Staff Administration | **Child Administration** | Reports | Import/Export

Child Information

Fields with * are required fields.

This page provides fields for entering a child's identifying information and assigning the child to a class or group. A child can be assigned to more than one class or group.

Enter information in the fields and use the drop-down lists to identify the child. Fields marked with a red asterisk (*) are required.

After completing the fields, click the **Save** button.

First Name: **Last Name:**

Child ID: **DOB:**

Gender: **Disability:**

Language: **Ethnicity:**

Address: **Race:** ☐ American Indian or Alaska Native

Address 2: ☐ Asian

City: ☐ Black or African American

State: ☐ Native Hawaiian or Other Pacific Islander

Zip Code: ☐ White

Country: ☐ Not Selected

Phone:

E-mail:

Assign Child

To assign the child to a school, expand the hierarchy list and select a location. You must select a location on the lowest level of your hierarchy. Click the **Assign** button after making your selection.

When the location appears in the School Summary box, click to highlight it. Then scroll down to locate the Available Class box and select a group in which to assign the child. Click the **Assign** button to add the child to the selected group. You can assign the child to more than one group.

Program:

Program Summary:

Available

Assigned

Group:

Group Summary:

Family Information:

Family Last Name: **Ethnicity:**

Family ID: **Race:** ☐ American Indian or Alaska Native

Number of Adults: ☐ Asian

Number of Children: ☐ Black or African American

Language: ☐ Native Hawaiian or Other Pacific Islander

☐ White

☐ Not Selected

Mother Information:

First Name: **Last Name:**

DOB: **Employment:**

Education Level:

Save **Save & Add Another Child** **Cancel**

3. Select the agency/school to which the child will be assigned.

When the location appears in the School Summary box, click to highlight it. Then scroll down to locate the Available Class box and select a group in which to assign the child. Click the **Assign** button to add the child to the selected group. You can assign the child to more than one group.

Location*
Jefferson Elem.

Location Summary:
Jefferson Elem.

Available
Mary's class to be assessed

Assigned

Group Summary:

Buttons: Assign >>, << Unassign

4. Click **Assign**. The agency/school you selected will now show in the area entitled **School Summary**.
5. Click the name of the agency/school in the School Summary box. A list of groups/classes at the agency/school will appear in the area entitled **Available**.

group, you can assign the child to more than one group.

Program*
Jefferson Elem.

Program Summary:
Jefferson Elem.

Available
to be assessed

Assigned
Mary's class

Group Summary:
Jefferson Elem. - Mary's class

Buttons: Assign >>, << Unassign

6. Select a group/class and click **Assign**. The group/class you selected will now show in the area entitled **Assigned**. The child is now assigned to this group/class, and a description of the group/class is shown in the area entitled **Class/Group Summary**.
7. Fill in any additional or needed information.
8. Click **Save**. Click **Save & Add Another Child** if you want to add another child's record.

Adding Assessment Data

After a child's record has been added, assessment data can be entered for the child. Assessment data can be entered using raw scores or item details, though it is recommended that data be entered using Item Details.

To add assessment data to a child's record, first search for the child.

Search for a child's record

1. To locate a child's record, choose **Child Administration** ➔ **Search Child**.



2. Click **Search** to see a list of all children. To narrow the search, enter information in one or more of the identifying information fields and/or select criteria from the drop-down lists.

Child - Search and Manage

Use this page to locate and manage child records.

Note: Search capabilities are defined by your authorized privileges.

To view a list of all the child records in the organization, click the **Search** button. To narrow your search, enter information in one or more of the identifying information fields and/or select criteria from the drop-down lists. To narrow your search further, click the check boxes. When the Search Results appear in the list, locate the child's record.

To edit the record, click the **Edit** icon.

To remove a record from the list, click the **Delete** icon. To add a deleted record to the list, click the **Undelete** icon.

To add a new assessment to the record, click the **Assessment** icon.

To produce a report from the child's record, click the **Report** icon.

To add notes to the record, click the **Notes** icon.

To clear the search results, click the **Clear** button.

First Name:

Last Name:

Child ID:

☐ Only Unassigned Children

☐ Only Deleted Children

Riverside Training

Note: Click the **Only Unassigned Children** or **Only Deleted Children** check box to search for records that are not assigned or have been deleted.

Home Hierarchy Organization Staff Administration **Child Administration** Reports Import/Export

Remember, click the check boxes, when the search results appear in the list, to view the child's record.
 To edit the record, click the **Edit** icon.
 To remove a record from the list, click the **Delete** icon. To add a deleted record to the list, click the **Undelete** icon.
 To add a new assessment to the record, click the **Assessment** icon.
 To produce a report from the child's record, click the **Report** icon.
 To add notes to the record, click the **Notes** icon.
 To clear the search results, click the **Clear** button.

First Name:
 Last Name:
 Child ID:
☐ Only Unassigned Children
☐ Only Deleted Children

Search **Clear**

Search Results:

Action Icons: Edit: Delete: Undelete: Assessment: Report: Head Start Notes:

Last Name	First Name	Gender	Child ID	Assigned	School	Birth Date	Actions
Edwards	Marcus	Male		Y	Riverside Child Dev. Center	05/07/2005	

3. Scroll down. From the search results, you can complete the following activities:

- **edit** a child's information,
- **delete** a child record,
- enter an **assessment**,
- preview, save, and print **reports**, and
- add **Head Start** notes.



Enter assessment data for a selected child

1. Click the **Assessment** icon () to add assessment data to a child's record.
2. Depending on which assessment was administered to the child, select either **New Complete Assessment** or **New Screener**. (For this example, **New Complete Assessment** has been selected.)

Home Hierarchy Organization Staff Administration **Child Administration** Reports Import/Export

Assessment(s) for Mia Lee
 Use this page to view a list of assessments administered to a child and to edit or add assessments to a record.

To view only complete assessments, click **Complete Assessment** button. To view only screener assessments, click **Screener** button. To view all the assessments for the child, click **All** button. To view assessments that were deleted from the record, click **Deleted** button.
 To add a new assessment to the record, click the **New Complete Assessment** button. To add a new screener to the record, click the **New Screener** button.
 To merge assessment information, click the check boxes preceding the assessments you want to combine, and then click the **Merge Selected** button.

Note: You cannot undo a merge after it has been completed.
 To delete an assessment from the child's record, click the corresponding **Delete** icon. When the Delete confirmation dialog appears, click **OK** button to remove the assessment from the list.
 To undelete an assessment, click the **Undelete** icon. Click **OK** button to reinsert the assessment into the record.

Complete Assessment ☐ Screener ☐ Deleted ☐ **All** ☒

New Complete Assessment **New Screener**

There are no assessment(s) for this child

Actions:

3. **Select Item Details.**

Home Hierarchy Organization Staff Administration **Child Administration** Reports Import/Export

New Complete Assessment for Mia Lee

Select the option (*Raw Scores* or *Item Details*) to indicate the type of scores you are entering for the assessment.
Note: If you enter the raw scores, you will be responsible for the basal and ceiling for each score. Not all reports are available using this method.

Enter the examiner's name and the test date for each subdomain assessed. If the assessments were administered in Spanish, click the corresponding check boxes to indicate the procedure (structured [S] or observation/interview [O/I]) used to administer the assessment for each subdomain.

Enter the scores and test observations.

If you selected to enter raw scores, type the scores for each domain in the appropriate text box.

If you selected to enter item details, click the **Next** button and select options to indicate scores and procedures for each item that was administered. Click the **Done** button to proceed to the next domain or to skip a domain. After you complete entering the scores, the program lists the age-equivalent (AE), percentile rank (PR), and standard scores (SS) for each subdomain that was assessed. Click the **Domain Totals** button view complete totals for each assessed domain.

Click the **Save** button to save the assessment information to the record.

First Test Date:
 Birthdate: 4/25/2005

☒ Raw Scores ☐ Item Details

Select Domain	All	Test Date	Examiner	Raw Score	Spanish S I/O	AE	PR	SS
Adaptive								
Self-Care	<input type="checkbox"/>				<input type="checkbox"/>			
Personal Responsibility	<input type="checkbox"/>				<input type="checkbox"/>			
Personal-Social								
Adult Interaction	<input type="checkbox"/>				<input type="checkbox"/>			
Peer Interaction	<input type="checkbox"/>				<input type="checkbox"/>			
Self-Concept and Social Role	<input type="checkbox"/>				<input type="checkbox"/>			
Communication								
Receptive Communication	<input type="checkbox"/>				<input type="checkbox"/>			
Expressive Communication	<input type="checkbox"/>				<input type="checkbox"/>			
Motor								
Gross Motor	<input type="checkbox"/>				<input type="checkbox"/>			
Fine Motor	<input type="checkbox"/>				<input type="checkbox"/>			
Perceptual Motor	<input type="checkbox"/>				<input type="checkbox"/>			
Cognitive								
Attention and Memory	<input type="checkbox"/>				<input type="checkbox"/>			
Reasoning and Academic Skills	<input type="checkbox"/>				<input type="checkbox"/>			
Perception and Concepts	<input type="checkbox"/>				<input type="checkbox"/>			

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4. Click the check boxes to select the administered subdomains or click **All** to select all subdomains.
5. Enter a test date for each subdomain administered, or select the **Test Date** calendar icon to quickly select the test administration date.
6. Enter an examiner's name for each subdomain administered, or click the **Examiner** icon to quickly select the examiner who administered the test(s).
7. Click **Next** to proceed with score entry.
8. Enter the scores and procedures for each administered subdomain item by selecting the score (2, 1, or 0) and the administration procedure (S, O, or I).

Home Hierarchy Organization Staff Administration **Child Administration** Reports Import/Export

New Complete Assessment for Benjamin Roberts

Domain	SubDomain	Date	Chronological Age	Basal	Ceiling
Adaptive	Self-Care	12/12/2010	27		

Show Basal / Ceiling Clear Cancel Done

Item #	Dev Age	Description	Score	Procedure	Note
		the food against the top of the mouth with his or her tongue.			
SC4	0	Takes strained food from a spoon and swallows it.	Clear		Note
SC5	0	Eats semisolid food when it is placed in his or her mouth.	Clear		Note
SC6	0	Holds or supports a bottle to feed himself or herself.	Clear		Note
SC7	0	Uses his or her lips to remove food from an eating utensil held by an adult.	Clear		Note
SC8	12	Feeds himself or herself bite-sized pieces of food.	Clear		Note
SC9	12	Drinks from a cup with assistance.	Clear		Note
SC10	12	Chews food using a rotary (side-to-side) jaw movement.	Clear		Note
SC11	24	Helps dress himself or herself by holding out his or her arms or legs.	Clear		Note
SC12	24	Asks for food or liquid with words or gestures.	Clear		Note
SC13	24	Uses a spoon or other utensil to feed himself or herself.	Clear		Note
SC14	24	Removes his or her shoes without assistance.	Clear		Note

9. Click **Done** when all the scores have been entered.
10. If you selected more than one subdomain, you will automatically advance to the next selected subdomain. Enter data for the next subdomain.
 - Select the number of points (2, 1, or 0) for each item administered.
 - Select the administration procedure (S, O, or I) for each item administered.
 - Click **Done** when all the scores have been entered.
11. A summary of scores will be shown when data has been added to the last selected subdomain.

Select Domain	All	Test Date	Examiner	Raw Score	Spanish S I/O	AE	PR	SS
Adaptive								
Self-Care	<input type="checkbox"/>	12/12/2010	Michele Davidson	31	<input type="checkbox"/>	19	16	7
Personal Responsibility	<input type="checkbox"/>	12/12/2010	Michele Davidson	8	<input type="checkbox"/>	25	50	10
Personal-Social								
Adult Interaction	<input type="checkbox"/>	12/12/2010	Michele Davidson	36	<input type="checkbox"/>	20	16	7
Peer Interaction	<input type="checkbox"/>	12/12/2010	Michele Davidson	12	<input type="checkbox"/>	<24	25	8
Self-Concept and Social Role	<input type="checkbox"/>	12/12/2010	Michele Davidson	18	<input type="checkbox"/>	14	5	5
Communication								
Receptive Communication	<input type="checkbox"/>	12/12/2010	Michele Davidson	30	<input type="checkbox"/>	26	63	11
Expressive Communication	<input type="checkbox"/>	12/12/2010	Michele Davidson	24	<input type="checkbox"/>	16	5	5
Motor								
Gross Motor	<input type="checkbox"/>	12/12/2010	Michele Davidson	55	<input type="checkbox"/>	21	25	8
Fine Motor	<input type="checkbox"/>	12/12/2010	Michele Davidson	28	<input type="checkbox"/>	19	25	8
Perceptual Motor	<input type="checkbox"/>	12/12/2010	Michele Davidson	10	<input type="checkbox"/>	<24	5	5
Cognitive								
Attention and Memory	<input type="checkbox"/>	12/12/2010	Michele Davidson	31	<input type="checkbox"/>	20	25	8
Reasoning and Academic Skills	<input type="checkbox"/>	12/12/2010	Michele Davidson	10	<input type="checkbox"/>	<24	25	8
Perception and Concepts	<input type="checkbox"/>	12/12/2010	Michele Davidson	15	<input type="checkbox"/>	21	25	8

Continuing an assessment for a selected child

If you need to exit out of the Data Manager software before you complete entering in all data on a child or if another examiner entered some data on a child and you now need to enter additional data on the child, you can continue to add assessment information on any child on

whom an assessment has begun. Follow these steps to continue adding assessment data on a child on whom some data has been entered:

1. **Search** for the child by selecting **Child Administration** ➔ **Search Child**.
2. Click the **Test** icon to the right of the child's name.
3. Click on the **test date** (at the bottom of the screen) of the assessment to which you need to add more information.

The screenshot shows the Data Manager interface. At the top, there are filter buttons: "Complete Assessment", "Screener", "Deleted", and "All" (which is selected). To the right of these are buttons for "New Complete Assessment" and "New Screener". Further right is an "Actions:" button with three icons. Below the filters is a table with the following columns: Merge Selection, First Date, Retest, Instrument, ADP, P-S, COM, MOT, COG, Observations, Program Note, and Delete. The table contains one row of data: a checkbox in the Merge Selection column, the date "1/12/2011" in the First Date column, a hyphen in the Retest column, "Complete Assessment" in the Instrument column, and "X" in the ADP, P-S, and COM columns. The MOT and COG columns contain hyphens, and the Observations column contains an "X". The Program Note column contains the text "Program Note" and the Delete column contains a red "X" icon.

Merge Selection	First Date	Retest	Instrument	ADP	P-S	COM	MOT	COG	Observations	Program Note	Delete
<input type="checkbox"/>	1/12/2011	-	Complete Assessment	X	X	X	-	-	X	Program Note	

4. Change to "Item Details".
5. Put a check by any subdomain for which you need to enter information.
6. Enter the date of the assessment for any subdomain on which is checked.
7. Enter the examiner(s) name(s) for any subdomain on which is checked.
8. Click **Next**.
9. Begin entering assessment data for the selected subdomain.

4

Viewing Reports

A number of reports are available after test data has been entered on a child. To view a child's record and generate reports, first search for the child.

Search for a child's record

1. To locate a child's record, choose **Reports ➔ Child Reports**.




2. Enter any known identifying information in the boxes.
3. Narrow your search by expanding the hierarchy levels and selecting a location.
4. Click **Search**.

5. Scroll down. The results of your search will be shown.

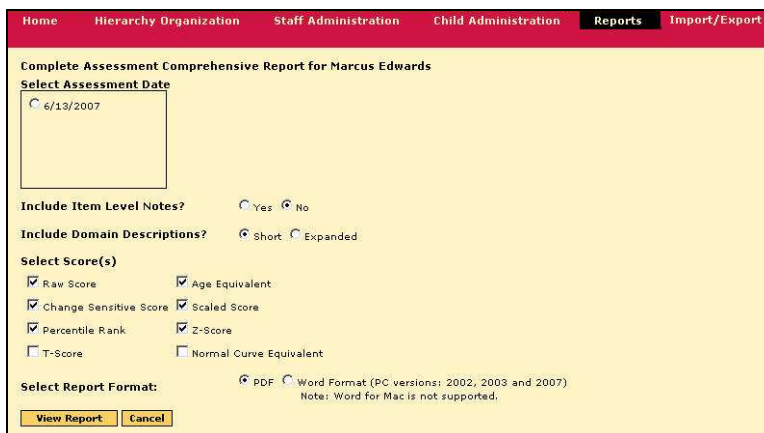
Search Results:							
Action Icons: Edit: Delete: Undelete: Assessment: Report: Head Start Notes:							
Last Name	First Name	Gender	Child ID	Assigned	School	Birth Date	Actions
Edwards	Marcus	Male		Y	Riverside Child Dev. Center	05/07/2005	

View or save reports

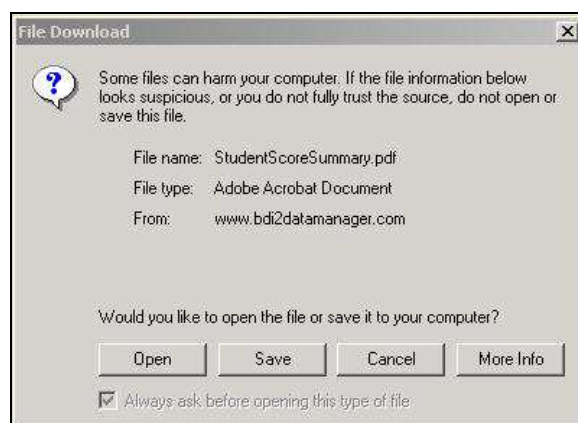
1. Click the **Report** icon () to generate a report from the child's record.
2. Select a report name.



3. Click **Go To Report Criteria**.



4. Select the assessment date.
5. Select any criteria needed in the report.
Note: The options available will vary based on which report you selected.
6. Select **View Report**.
7. Click **Open** to view the report or **Save**. If **Save** is chosen, select the location to save the report and give the file a name.



8. View, print, and/or close the report.

Score Summary Report for Marcus Edwards



Name:	Marcus Edwards
Gender:	<input checked="" type="checkbox"/> M <input type="checkbox"/> F <input type="checkbox"/> Unknown
ID#:	
Examiner:	Michele Davidson
Agency:	Riverside Child Dev. Center
Class:	Part C assessments -- Birth to 3
Items Administered in:	<input checked="" type="checkbox"/> English only <input type="checkbox"/> Spanish only <input type="checkbox"/> Mixed English and Spanish
Date of Birth:	10/22/2008
Date of Testing:	12/12/2010
Chronological Age:	25 months
Program Note:	

The Battelle Developmental Inventory™, 2nd Edition, (BDI-2™) is an early childhood instrument based on the concept of developmental milestones. As a child develops, he or she typically attains critical skills and behaviors sequentially, from simple to complex. BDI-2 helps measure a child's progress along this developmental continuum by both global domains and discrete skill sets in the following areas: Adaptive, Personal-Social, Communication, Motor, and Cognitive.

Domain/Subdomain	RS	AE	CSS	SS	PR	Z-Score
Adaptive	39	-	474	93	32	-0.47
Self-Care	31	19	463	7	16	-1.00
Personal Responsibility	8	25	484	10	50	0.00
Personal-Social	66	-	461	87	19	-0.87
Adult Interaction	36	20	476	7	16	-1.00
Peer Interaction	12	<24	462	8	25	-0.67
Self-Concept and Social Role	18	14	444	5	5	-1.67
Communication	54	-	456	92	30	-0.53
Receptive Communication	30	26	478	11	63	0.33
Expressive Communication	24	16	433	5	5	-1.67
Motor	93	-	442	84	14	-1.07
Gross Motor	55	21	459	8	25	-0.67
Fine Motor	28	19	448	8	25	-0.67
Perceptual Motor	10	<24	419	5	5	-1.67
Cognitive	56	-	467	89	23	-0.73
Attention and Memory	31	20	464	8	25	-0.67
Reasoning and Academic Skills	10	<24	466	8	25	-0.67
Perception and Concepts	15	21	470	8	25	-0.67
BDI-2 Total	308	-	460	85	16	-1.00

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